



THE GEORGIA ARCHIVES
Records and Information Management Services

State Agency Specific Schedules for Juvenile Justice, Dept. of

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Central Office Youth Commitment Case Files - Case Closed	Central file of all youth who have been committed to the custody of the department.	Retain until youth reaches age 23		Temporary-Long-Term		0461-008
Class Rolls	Lists of students in each class.	5 years		Temporary-Short-Term		0461-019
Court Service Worker & Community-based Program Youth Case Files	Documents relating to the care and supervision of juveniles by court service workers in community-based programs in lieu of institutionalization.	Retain until youth reaches age 23.		Temporary-Long-Term		0461-007

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Criterion Reference Test Results	Records documenting state required standardized student testing programs.	Summaries: 10 years; Results: 4 years		Temporary-Long-Term		0461-020
Curriculum Course Guides	Handbook documentign the content, objectives, and evaluation criteria for all school courses.	Permanent. Retain 1 copy.		Permanent	Transfer to Archives	0461-021
Detex (on CD)		1 year		Temporary-Short-Term	RC, hold 2 years from date of Detex, Destroy; Destroy Exception: pending litigation	0461-033
Facility Log Books		3 years after date of last entry		Temporary-Short-Term		0461-004
Grade Reports	Reports of individual test scores and average course grades.	5 years		Temporary-Short-Term		0461-014

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Graduate Lists	Lists of graduates.	Permanent		Permanent		0461-022
Interstate Compact Youth Case File - Case Closed (Inactive)		Retain until youth reaches age 23		Temporary-Long-Term		0461-010
Legal Services Youth Case Files - Case Closed (early termination, legal diversion, early release, extensions)	Case files of youth who are being evaluated for early termination, release, or extension of sentence.	Retain until youth reaches age 23		Temporary-Long-Term		0461-009
Monthly Population Reports	Reports from regional youth development councils (RYDCs), youth development councils (YDCs), and community based programs.	1 month		Temporary-Short-Term		0461-002

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Regional Youth Development Council (RYDC) Youth Case Files - Closed Cases	Records documenting an individual's stay with an RYDC facility. Includes juvenile complaint forms, certificates of discharge, court petitions, orders for detention and related records.	Retain until youth reaches age 23.		Temporary-Long-Term		0461-005
Requests for Transcripts	Records documenting requests from former students for copies of their records.	1 year		Temporary-Short-Term		0461-023
RYDC & YDC Client Medical Records - Case Closed	Medical records for youth under the care of the department.	Retain until youth reaches age 27		Temporary-Long-Term		0461-011
RYDC & YDC Youth Regular Education Files - Case Closed	Individual student admissions and related records (does not include the academic transcript).	Retain until youth reaches age 23	O.C.G.A. 20-2-720	Temporary-Long-Term		0461-012

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
RYDC & YDC Youth Special Education Files - Case Closed	Individual student records for the special ed program.	Permanent.	34 CFR 300.573	Permanent		0461-013
Safe and Drug Free School Records	Records documenting the activities and initiatives sponsored.	3 years		Temporary-Short-Term		0461-024
School Attendance Reports	Records documenting attendance of required hours of study for students.	5 years	O.C.G.A. 20-2-697	Temporary-Short-Term		0461-018
School Board Appointment Records	Appointments to the school board which has oversight of the school system.	Permanent (as of 1/1/2001)		Permanent		0461-017
School Psychologist/Psychometrist Files	Records, such as student evaluations, created by the school system psychologist or psychometrist.	5 years		Temporary-Short-Term		0461-015

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Special Education Program Selection and Placement Requirements Documentation	Core documentation of admission criteria and program requirements.	Permanent (as of 1/1/2001)		Permanent		0416-016
Special Incident Records - Closed Investigations	Includes special incident reports, databases, and records of field and central office investigations including video and photographic documentation.	10 years after completion of investigation		Temporary-Long-Term		0461-003
Standardized Examination Reports	Records documenting state required standardized student testing programs.	4 years		Temporary-Short-Term		0461-025
Student Support Team Files	Records supporting the identification and recommended modifications in student behavior.	2 years		Temporary-Short-Term		0461-026

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Teacher Program of Work Files, Vocational	Documentation of all planning activities and schedules for contract teachers.	1 year		Temporary-Short-Term		0461-027
Teacher, Parent, Student Handbooks	Handbooks explaining school operating procedures.	Permanent. Retain 1 copy.		Permanent		0461-028
Textbook Adoption Recommendations	Recommendations for the selection and purchase of textbooks.	7 years		Temporary-Short-Term		0461-029
Textbook Requisition Files	Contracts and orders for approved course texts.	3 years		Temporary-Short-Term		0461-030
Vocational Education Program Operational Records	Documentation of day-to-day operation of program, including applications for admission, teacher assignments, correspondence, reports, and student papers.	4 years		Temporary-Short-Term		0461-032

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Youth Development Center Client Academic Record Files (1965-ongoing)	Documents relating to education provided the youths of GA; includes admission sheet, special education due process info, tracking sheet for academic modules, student class schedule, copy of withdrawal form, and related records	3 years after discharge (age of 18)	OCGA 20-2-151; 20-2-152; 40-2-140;20-2-141	Temporary - Short Term		0461-001